

**Mercy Convent Primary School
Naas**

**ACCEPTABLE USE
POLICY**

MERCY CONVENT PRIMARY SCHOOL, NAAS

ACCEPTABLE USE POLICY

School Name: Mercy Convent Primary School

Address: Naas, Co. Kildare

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy – will be imposed.

It is envisaged that school and parent representatives will revise the Acceptable Use Policy annually. It should be read carefully to ensure that the conditions of use are accepted and understood.

The original version of the Acceptable Use Policy was created on 6th November 2006 by Jacqueline O'Reilly, Brigid Dowling, Kate Smyth, Betty Madden and Ann Carr.

The policy was reviewed and updated by Staff and Board of Management in January 2011. It was ratified by the Board of Management on 9th February 2011.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.

- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the sources (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's Acceptable Use Policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- ❖ Students will use approved class email accounts under supervision by or permission from a teacher.
- ❖ Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- ❖ Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- ❖ Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- ❖ Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Chat

- ❖ Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- ❖ Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- ❖ Usernames will be used to avoid disclosure of identity.
- ❖ Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website

- ✚ Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- ✚ The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- ✚ Website using facilities as guestbooks, notice boards or web logs will be checked frequently to ensure that they do not contain personal details.
- ✚ The publication of students work will be co-ordinated by a teacher.
- ✚ Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- ✚ Digital photographs, audio or video clips of individual students will **not** be published on the school website. Photographs, audio and video clips will focus on **group activities only**.
- ✚ Personal pupil information including home address and contact details will be omitted from school web pages.
- ✚ The school website will avoid publishing the first name and last name of individuals in a photograph.
- ✚ The school will ensure that the image files are appropriated names – will not use pupils' names in image files names or ALT tags if published on the web.
- ✚ Pupils will continue to own the copyright on any work published.

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's Acceptable Use Policy.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recording Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Ratified by the Board of Management on 9th February 2011.

Tony O'Sullivan, Chairperson Board of Management